



Long Beach Water Department
The Standard in Water Conservation &
Environmental Stewardship

EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ANALYST I NON-CAREER (Unclassified)
Salary Range: \$25.794 - \$35.056 Hourly

The Long Beach Water Department is seeking qualified applicants for an Administrative Analyst Non-Career vacancy in the Treatment Plant Operations Division. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits. Non-career employees are limited to 1,600 work hours per service year and are not guaranteed a minimum number of work hours.

Examples of Duties

- Independently develops and implements analytical studies; develops, compiles, and interprets statistical data and complex written information; manages spreadsheets; develops conclusions and makes recommendations;
- Prepares detailed and comprehensive written reports; prepares correspondence;
- Assists departmental management in the preparation and control of the annual budget;
- Develops and implements procedures for improving organizational effectiveness;
- Develops and administers RFP's, RFQ's, specifications, etc. to procure goods and services;
- Performs other related duties as required.

Qualifications

- Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, or a closely related field;
- Two or more years of professional experience as an Assistant Administrative Analyst, or an equivalent position;
- A valid motor vehicle operator's license;
- A Master's Degree in one of the preceding fields may be substituted for one year of the required experience;
- Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

Desirable Qualifications

- Proficiency in MS Office suite; excellent written and verbal communication skills

Selection Process

Interested candidates must submit a resume and required proofs via mail or email no later than **Friday, July 24, 2015, at 4:30 PM** to:

Jessica Stoudenmire, Administrative Analyst
Long Beach Water Department
1800 E Wardlow Road
Long Beach, CA 90807
Jessica.Stoudenmire@lbwater.org
ATTN: Administrative Analyst – NC

Resumes will be reviewed and the most qualified candidates will be invited to participate in further selection procedures.

Equal Opportunity Employer

This information is available in an alternate format by request to (562) 570-2364. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, and/or Tagalog) are desirable for positions interacting with the public.